



**Tom Torlakson**  
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# **Family Fees For Part Day California State Preschool (CSPP)**

California Department of Education (CDE)

Child Development Division (CDD)

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# Agenda

- Introductions
- Legislative directive & regulations
- Determining & calculating income
- Family Fee determination
- Family Fee assessment
- Family Fee notification, collection, receipts, & exceptions
- Policies
- Fiscal and attendance reporting
- Questions



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# Background

Senate Bill 1016 added *Education Code (EC)*, Section 8239(e) and amended *EC*, sections 8263(g) and (h) requiring agencies to assess family fees for families receiving part day CSPP services.

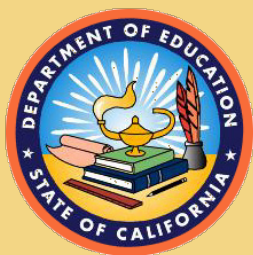


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# Determining Income

Title 5, Section 18084

- Part day CSPP contractors are required to obtain, verify, and calculate the total countable income of the family
- Contractors are required to utilize and retain in the family file, an income calculation worksheet. An example of an income calculation form can be obtained through the CDD website at:
  - <http://www.cde.ca.gov/sp/cd/ci/documents/incomecalcworksheet.doc>



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# Income Calculation Work Sheet

## CD-ICW INCOME CALCULATION WORK SHEET – CASH, WAGES, or SALARY

Parent A	Pay Periods	Parent B	Pay Periods

- Twice-monthly pay cycles are usually 15 days or longer from the 1<sup>st</sup> - 15<sup>th</sup> and the 16<sup>th</sup> - 30/31<sup>st</sup>
- Twice-monthly salaried wage stubs will often show 86.66 or 86.67 under the "hours" section
- Every-2-weeks pay cycles are usually 14 days and begin on the same day of the week and end on the same day of the week per pay cycle
- For migrant workers, monthly gross income is computed by averaging the total gross income received during the previous 12 months and is **NOT** recalculated until the next **annual** recertification

- Select Appropriate Income Pay Cycle for Wage Calculations

**Weekly:** (52 pay periods annually):

A. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ /4 = \$ \_\_\_\_\_ (weekly average)

Weekly average \$ \_\_\_\_\_ X 52 weeks /12 months = \$ \_\_\_\_\_ gross monthly income

B. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ /4 = \$ \_\_\_\_\_ (weekly average)

Weekly average \$ \_\_\_\_\_ X 52 weeks /12 months = \$ \_\_\_\_\_ gross monthly income

**Every two weeks (26 pay periods annually):**

A. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ /2 = \$ \_\_\_\_\_ (Two week average)

Two week average \$ \_\_\_\_\_ X 26 pay periods /12 months = \$ \_\_\_\_\_ gross monthly income

B. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ /2 = \$ \_\_\_\_\_ (Two week average)

Two week average \$ \_\_\_\_\_ X 26 pay periods /12 months = \$ \_\_\_\_\_ gross monthly income

**Twice monthly (24 pay periods annually):**

A. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ gross monthly income

B. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ gross monthly income

**Monthly:** (12 pay periods annually):

A. \$ \_\_\_\_\_ gross monthly income    B. \$ \_\_\_\_\_ gross monthly income

**Fluctuating:** use for seasonal, migrant, agricultural, fluctuating

A. \$ \_\_\_\_\_ 12 months\* worth of income / 12 = \$ \_\_\_\_\_ gross monthly income

B. \$ \_\_\_\_\_ 12 months\* worth of income / 12 = \$ \_\_\_\_\_ gross monthly income

\* Add all paychecks received in the prior 12 months.

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### Other Sources of Countable Income:

- \_\_\_\_\_ Public assistance
- \_\_\_\_\_ Disability/Unemployment
- \_\_\_\_\_ Workers Compensation
- \_\_\_\_\_ Spousal Support
- \_\_\_\_\_ Child Support
- \_\_\_\_\_ Survivor benefits
- \_\_\_\_\_ Retirement benefits
- \_\_\_\_\_ Dividends/Interest
- \_\_\_\_\_ Rental Income
- \_\_\_\_\_ Foster care grant
- \_\_\_\_\_ Financial assistance for child
- \_\_\_\_\_ Veterans pension
- \_\_\_\_\_ Annuity/Pension
- \_\_\_\_\_ Inheritance
- \_\_\_\_\_ Housing included in pay
- \_\_\_\_\_ Auto included in pay
- \_\_\_\_\_ Student loan living expenses
- \_\_\_\_\_ Insurance settlements
- \_\_\_\_\_ Net gain from property
- \_\_\_\_\_ Other income
- \_\_\_\_\_ Subtotal
- \_\_\_\_\_ GMI from column 1
- \_\_\_\_\_ **Total Countable Income**



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# Determining Income

Title 5, Section 18096

- It should be noted that calculating income **accurately** is crucial to determining whether or not the family has a fee and to assess the correct family fee
- Contractors must utilize the calculation formula that matches the frequency of pay, to accurately calculate the gross monthly income



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# What is a Family Fee?

Title 5, Section 18078(g)

A fee that is assessed by the contractor and paid by the parent.

- **Management Bulletin (MB) 12-06 covers how to implement the changes for Part Day CSPP contractors**
- <http://www.cde.ca.gov/sp/cd/ci/mb1206.asp>
- **The family fee schedule can be obtained from MB 11-26**
- <http://www.cde.ca.gov/sp/cd/ci/mb1126.asp>

# Family Fee Schedule



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Family Fee Schedule												
Part-time Daily Fee	Full-time Daily Fee	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10	Family Size 11	Family Size 12
\$ 1.00	\$ 2.00	1,820	1,950	2,167	2,513	2,860	2,925	2,990	3,055	3,120	3,185	3,250
\$ 1.25	\$ 2.50	1,893	2,028	2,253	2,614	2,974	3,042	3,109	3,177	3,245	3,312	3,380
\$ 1.50	\$ 3.00	1,965	2,106	2,340	2,714	3,089	3,159	3,229	3,299	3,369	3,440	3,510
\$ 1.75	\$ 3.50	2,038	2,184	2,426	2,815	3,203	3,276	3,349	3,421	3,494	3,567	3,640
\$ 2.00	\$ 4.00	2,111	2,262	2,513	2,915	3,317	3,393	3,468	3,544	3,619	3,694	3,770
\$ 2.25	\$ 4.50	2,184	2,340	2,600	3,016	3,432	3,510	3,588	3,666	3,744	3,822	3,900
\$ 2.65	\$ 5.30	2,257	2,418	2,686	3,116	3,546	3,627	3,707	3,788	3,869	3,949	4,030
\$ 3.05	\$ 6.10	2,329	2,496	2,773	3,217	3,661	3,744	3,827	3,910	3,993	4,076	4,160
\$ 3.45	\$ 6.90	2,402	2,574	2,860	3,317	3,775	3,861	3,946	4,032	4,118	4,204	4,290
\$ 3.85	\$ 7.70	2,475	2,652	2,946	3,418	3,889	3,978	4,066	4,154	4,243	4,331	4,420
\$ 4.25	\$ 8.50	2,548	2,730	3,033	3,518	4,004	4,095	4,186	4,277	4,368	4,459	4,550
\$ 4.65	\$ 9.30	2,621	2,808	3,120	3,619	4,118	4,212	4,305	4,399	4,492	4,586	4,680
\$ 5.05	\$ 10.10	2,693	2,886	3,206	3,719	4,232	4,329	4,425	4,521	4,617	4,713	4,810
\$ 5.45	\$ 10.90	2,766	2,964	3,293	3,820	4,347	4,446	4,544	4,643	4,742	4,841	4,940
\$ 5.85	\$ 11.70	2,839	3,042	3,380	3,920	4,461	4,563	4,664	4,765	4,867	4,968	5,070
\$ 6.25	\$ 12.50	2,912	3,120	3,466	4,021	4,576	4,680	4,784	4,888	4,992	5,096	5,200
\$ 6.65	\$ 13.30	2,985	3,198	3,553	4,122	4,690	4,797	4,903	5,010	5,116	5,223	5,330
\$ 7.05	\$ 14.10	3,057	3,276	3,640	4,222	4,804	4,914	5,023	5,132	5,241	5,350	5,460
\$ 7.45	\$ 14.90	3,130	3,354	3,726	4,323	4,919	5,031	5,142	5,254	5,366	5,478	5,590
\$ 7.60	\$ 15.20	3,203	3,374	3,749	4,348	4,948	5,061	5,173	5,286	5,398	5,510	5,623
\$ 7.75	\$ 15.50	3,283	3,393	3,770	4,373	4,976	5,089	5,202	5,315	5,428	5,541	5,655
\$ 7.90	\$ 15.80		3,413	3,792	4,399	5,006	5,120	5,233	5,347	5,461	5,575	5,688
\$ 8.05	\$ 16.10		3,432	3,813	4,423	5,033	5,148	5,262	5,376	5,491	5,605	5,720
\$ 8.23	\$ 16.45		3,518	3,835	4,448	5,062	5,177	5,292	5,407	5,522	5,637	5,752
\$ 8.43	\$ 16.85			3,856	4,473	5,090	5,206	5,322	5,437	5,553	5,669	5,785
\$ 8.63	\$ 17.25			3,880	4,500	5,121	5,237	5,354	5,470	5,586	5,703	5,819
\$ 8.88	\$ 17.75			3,908	4,534	5,159	5,276	5,394	5,511	5,628	5,745	5,863
Monthly Income Ceilings		3,283	3,518	3,908	4,534	5,159	5,276	5,394	5,511	5,628	5,745	5,863





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# Determining Family Fee

Title 5, Section 18109

Family fee assessment is based on income and family size.

- To determine a family's fee, locate the appropriate family size column and identify if the family income requires a fee by looking at the entry level income column
- If the income is below the entry level, the family would not be assessed a fee



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# Determining the Family Fee

- If the family income appears on the fee schedule, identify the appropriate fee by using the part time daily fee column located on the far left of the fee schedule
- If income falls between two levels on the fee schedule use, the lessor of the two levels



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# Fee Determination Example

- A family of three, with an adjusted monthly income of \$2,100, would be assessed a part time daily fee of \$1.25
- Only when the family's adjusted monthly income is between \$2,106 - \$2,183 would the fee be \$1.50



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# Family Fee Assessment

Title 5, Section 18133

Part Day CSPP contractors that have exhausted their waiting list of all eligible 3 and 4 year old children are allowed to enroll over income families as follows:

- The family's income must be no more than 15% above the income ceiling for their family size and no more than 10% of the total Part Day CSPP enrollment can be over income families
- To assess fees for these families, use the last line on the family fee schedule along with the appropriate family size column



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# Family Fee Assessment

- The family fee remains effective for the remainder of the part day CSPP program year
- Families may request a re-evaluation of their fee when changes to income or family size occur
- Fees are based on enrollment and not adjusted for excused or unexcused absences
- Family fees are charged per family, per day, and not per child

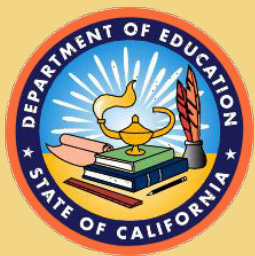


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# Credit for Fees Paid

Title 5, Section 18112

- Family fees paid for additional child care services, can be credited to the family's subsequent fee billing period, provided that the parent supplies the CSPP contractor, copies of receipts or cancelled checks to verify the amount of the fee paid



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# Notice of Action (NOA)

- Families that were certified prior to July 1, 2012, must also be assessed for family fees and informed via a NOA, of any family fee determination, no later than 30 calendar days after the contractor begins program operations
- After assessing fees for newly enrolled families, the contractor must issue a NOA to inform the family of their daily fee and fee due date
- Issue a NOA to inform the family of their assessed fee, if applicable, (see instructions for NOA content in [MB 12-06, pg. 3](#))



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# Family Fee Collection

- After determining if a family has a fee, the contractor shall maintain a record of each family's fee assessment, effective dates, any fee changes, dates and amounts of fees collected, and any amounts that are delinquent
- Contractors shall notify families of the monthly amount due in advance of services each month





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# Family Fee Receipts

Title 5, Section 18113

- Contractors must provide an original copy of a pre-numbered receipt to each family that pays a fee
- Receipts must indicate the amount paid, date of payment, fee charged, and the period of services being paid for



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# Delinquent Fees

Title 5, sections 18115, 18116

- The family fee is considered delinquent after 7 calendar days of the due date
- Services shall be terminated through a Notice of Action (NOA) within two weeks unless the fee is paid during the two week period
- A reasonable repayment plan will be accepted and the parent must comply with the repayment plan for continued services



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# Exceptions to Family Fees

*California Education Code Section 8263(g)(1)*

- Families that are Child Protective Service (CPS), or at risk of being neglected or abused, provided there is a written referral by a legally qualified professional or the CPS worker waiving the family fee
- Families receiving CalWORKs cash aid



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# Policies

## Title 5, Section 18114

- Contractors shall develop and adopt policies for family fees and the collection of those fees in advance of providing services
- Policies shall address fee assessment, collection, and the consequences of delinquent payments
- Written policies shall be provided to families during the initial enrollment into the part day CSPP program or for families currently enrolled provide a page that can be added later to policy handbooks



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# Frequently Asked Questions

- *Do family fees apply if the program has to close due an unforeseen emergency?*

A credit would be applied for that day for the family fee.

- *Can collaborative Head Start funds be used to pay a family's fees?*

Per federal regulations the answer is no.

- *Do contractors issue a NOA if there is no family fee assessed?*

Initial certification NOA should indicate zero fee.